

Michigan Council for Arts and Cultural Affairs
FY 2006 MINIGRANT FINAL REPORT

Due Date:

Your Minigrant contract requires a Final Report, which is used to evaluate your project.

Using a typewriter or computer, complete sign and return your Final Report by the due date.

If the Final Report is not returned by the due date, you may be invoiced for a refund of your grant. Until your Final Report is received, no further applications from your organization will be accepted.

Be certain your Final Report contains all required information and attachments. Provide complete and accurate data.

GRANTEE ORGANIZATION INFORMATION

Provide *current* information in the spaces below.

If this information has changed since you submitted your application, check **the appropriate box to indicate where changes occurred**.

☐ **Your Organization=s Name & Address:**

☐ **Office hours:**

☐ Telephone:

☐ Fax:

☐ **Contact person:**

☐ Office Telephone:

☐ Home Telephone:

☐ Fax:

☐ **Authorized Official:**

☐ Office Telephone

☐ Title:

☐ Home Telephone:

☐ Fax:

PROJECT STATUS REPORT

Check a ☐ YES or a ☐ NO box for questions 1 through 7, below. If your answer is ☐ NO, explain in the space provided.

1. Contract Language

Did project activities occur as they were described in your contract? ☐ YES If ☐ NO, describe changes.

2. The Project

Do you consider your project a success? ☐ YES If ☐ NO, describe how it didn't succeed.

3. Project Management

Was project management successful? ☐ YES If ☐ NO, describe how it didn't succeed.

4. Artistic Quality

Was artistic quality as high as you anticipated? ☐ YES If ☐ NO, describe how it wasn't.

5. Artists

If artists were involved, was their project involvement satisfactory? ☐ YES If ☐ NO, describe how it wasn't.

6. Community Impact

Did community support and involvement meet expectations? ☐ YES If ☐ NO, describe how it didn't.

7. Promotion

Was project promotion successful? ☐ YES If ☐ NO, describe how it failed.

MINIGRANT STATISTICS

VERY IMPORTANT

You **MUST** use whole numbers only (453 *individuals benefited*, 27 *Michigan artists participated*, etc.) **NOT** notations such as, *10,000 plus*, *more than 50*, *a thousands*, etc.

Be sure all data (including *amount paid to artists*, *number of artists participating*, etc.) **matches the information in your Project Narrative Report, Financial Statement and Financial Statement Itemization.**

Artists

1.	Number of Michigan artists who participated in this project as providers of art, artistic or cultural services	#
2.	Amount paid to Michigan artists involved in this project as providers of art, artistic or cultural services	\$
3.	Total number of artists who participated in this project (include Michigan artists in this total)	#
4.	Total amount paid to artists through this project (include dollars paid to Michigan artists in this total)	\$

Individuals Benefiting (NEW DEFINITION)

5.	Count direct project participants such as artists, staff, board members or others directly involved in the project. Figures should include totals from Artists Participating and Youth Benefiting and actual audience counts. Do not double-count repeat attendees.	#
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Youth Benefiting

6.	Total number of youth (participants and audience) who <i>directly</i> benefited from the project	#
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Legislative Contact

List legislators you contacted concerning your project.

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New Audiences

If your project exposed people to the arts for the first time, describe.

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Underserved Audiences

If your project improved arts accessibility for persons living in rural, economically , socially or culturally disadvantaged areas or who have limited access to arts activities because of social or ethnic barriers, describe.

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PROJECT NARRATIVE REPORT

Note: You may expand on any of your Narrative answers; address any issue; describe any outstanding aspects of your project, or provide any anecdotal information you feel is of interest, in **Attach. 4, Optional Support Material.**

1. Project Description

Describe your project. Include details such as, project management, artistic products created, artist involvement, type and number of activities, activities locations and dates, number of participants, audience size, accomplishments, etc.

2. Project Artists

List the names of project artists. For groups (*band chorus, etc.*), list the group=s name, names of key artists and number of artists in the group.

Indicate:

- [total compensation (*fees, salaries, sales commissions, honoraria, etc.*) each artist or group received
- [amount artists/groups received per service (*\$100 per dance workshop, etc.*)
- [for artists= sales commissions, percentage of selling price the commission represents.

3. Community Impact

Summarize community project support and involvement.

4. Promotion

Summarize project publicity used. What was most successful?

5. Evaluation

Summarize the way(s) you evaluated your project.

Financial Statement *You must complete this form.* Base this *Financial Statement* on the actual Minigrant award you received. Round numbers to whole dollars. Do not include cents. The *Financial Statement* must be typed, complete and accurate. Use ACTUAL figures resulting from your project (income and expenses will not necessarily balance since you are reporting actual dollars instead of projected dollars). If you need to refresh yourself on the information and definitions used in your project budget and itemization, see Minigrant Program Guidelines, pages 16, 17, and 18.

PROJECT INCOME		CASH	IN-KIND
EARNED INCOME:			
Line 1 Total Admissions	\$		
Line 2 Total Other Earned Income	\$		
Line 3 TOTAL EARNED INCOME (Add Lines 1+2)	\$		
UNEARNED INCOME:			
Line 4 Total Private Support (Corp, Fndn., Indiv.)	\$		
Line 5 Total Public Support (All Gov't. Grants)	\$		
Line 6 Total Other Unearned Income	\$		
Line 7 Applicant Cash	\$		
Line 8 TOTAL UNEARNED INCOME (Add Lines 4+5+6+7)	\$		
Line 9 MINIGRANT AWARD (Amount you have been awarded)	\$		
Line 10 TOTAL CASH INCOME (Add Line 3 + Line 8 + Line 9)	\$		
Line 11 TOTAL IN-KIND SUPPORT (Copy from Line 21)		\$	
Line 12 TOTAL PROJECT INCOME (Add Line 10 + Line 11)			\$
PROJECT EXPENSES		CASH	IN-KIND
Line 13 Total <u>Employee</u> costs (Admin.+Artist.+Tech.)	\$	\$	
Line 14 Total <u>Non-Employee</u> costs (Admin.+Artist+Tech.)	\$	\$	
Line 15 Space Rental	\$	\$	
Line 16 Travel	\$	\$	
Line 17 Marketing, Promotion, Publicity	\$	\$	
Line 18 Capital Expenses and Acquisitions	\$	\$	
Line 19 Total Other Expenses	\$	\$	
Line 20 TOTAL CASH EXPENSES (Line 10) Add Lines 13-19, <i>Cash Column</i>	\$	↓	
Line 21 TOTAL IN-KIND EXPENSES (Must equal Line 11) Add Lines 13-19, <i>In-Kind Column</i>		\$	
Line 22 TOTAL PROJECT EXPENSES (Line 12)		Add Lines 20 + 21	\$

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ATTACHMENT INSTRUCTIONS

ATTACHMENT 1: FINANCIAL STATEMENT ITEMIZATION (REQUIRED)

As **Attachment 1** provide a detailed explanation of the numbers listed on *Financial Statement*, **Lines 1 - 7** and **13 - 19**.

Itemize each of these numbers by identifying the individual dollar amounts, that added together, comprise it. Indicate the source(s), for a revenue amount, or use(s) for an expense amount, for each number itemized.

Each number explained in the Itemization must correspond to a number entered on a *Financial Statement* line.

Remember, the ACTUAL income and expenses will not necessarily be the same number. By itemizing your income and expenses you will see where your projections (in the application budget and/or revised project budget) differed from the actual project.

Type the *Itemization*. Round all figures to whole dollars; do not include cents.

Refer to *Sample Itemization* in the Minigrant Program Guidelines, page 18 before completing your *Itemization* or see pages 11, 16, 17, and 18 of the Minigrant Program Guidelines for additional information.

ATTACHMENT 2: PROMOTION (REQUIRED)

Copies of advertisements in newspapers or newsletters; flyers; posters; and/or other items showing the ways your organization promoted this project should be included as Attachment 2, Promotion. Label each item with your organization's name and Minigrant Control Number in the upper right corner.

ATTACHMENT 3: DOCUMENTATION (REQUIRED)

A representative sample of materials, documenting your project should be labeled and submitted as Attachment 3, Documentation. Items such as programs, exhibit catalogues, reviews, etc. would be documentation of your project.

ATTACHMENT 4: OPTIONAL SUPPORT MATERIAL (NOT REQUIRED)

Anything you would like to submit that is not included in the required Attachments 1-3, should be labeled and submitted as Attachment 4, Optional Support Material.

CERTIFICATION

The grantee organization=s *Authorized Official* or another board of directors= designee, must sign this *Certification*. This Certification must bear the original signature of an individual with legal authority to obligate the grantee organization.

The undersigned certifies that this report is an accurate accounting of the activity for which Minigrant funding was awarded.

Authorized Official=s typed name and title within the grantee organization

Signature of Authorized Official

Date

FINAL REPORT FORM CHECK LIST
Submit Original and _____ copies.

Page 1	Grantee Organization Information	<input type="checkbox"/> completed
Page 2	Project Status Report	<input type="checkbox"/> completed
Page 3	Minigrant Statistics	<input type="checkbox"/> completed
Pages 4 & 5	Project Narrative Report	<input type="checkbox"/> completed
Page 6	Financial Statement	<input type="checkbox"/> completed
Page 7	Certification (Signed / Dated)	<input type="checkbox"/> completed
Page 8	Check List	<input type="checkbox"/> completed

REQUIRED ATTACHMENTS - Submit _____ copies.

Attachment 1 - Financial Statement Itemization	<input type="checkbox"/> enclosed
Attachment 2 - Promotion <input type="checkbox"/>	enclosed
Attachment 3 - Documentation	<input type="checkbox"/> enclosed

OPTIONAL ATTACHMENT - Submit _____ copies.

Attachment 4 - Optional Support Material	<input type="checkbox"/> enclosed
<i>(Note: Submission of Attachment 4 is not required.)</i>	

MAIL YOUR MINIGRANT FINAL REPORT TO:

Keep a copy of your Final Report !